



Human Resources

DATE POSTED: March 17, 2006

REQ. # 06-073

**NOTICE OF JOB OPENING
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, Fl. 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 03-17-2006 TO 03-23-2006, but will remain open until filled.

DEPARTMENT/DIVISION
INFORMATION TECHNOLOGY
POSITION AVAILABLE
ANALYST - CJIS
OF OPENINGS
1
STARTING SALARY
\$39,184.50 /hour
COMMENTS
Driving Position Replacing Req. # 05-216
VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

JOB CODE: 547
PAY GRADE: 20
SALARY: \$39,184.50 - \$60,822.74
ANALYST

MAJOR FUNCTION: Analyzes user specifications and requirements. Evaluates and tailors existing or proposed systems or procedures. This position reports to an Analyst Supervisor or the Manager.

KNOWLEDGE, ABILITIES AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:

Abilities to include: Ability to establish and maintain effective working relationships with the public and fellow employees. Operating systems, database engines, object oriented/client server Programming and report writing tools.

Knowledge of: SQL Server, SQL, Crystal Reports, Windows and Windows-based products including but not limited to Access, Excel, Word, Powerpoint and Visual Studio.

ESSENTIAL JOB FUNCTIONS: Adapts existing or proposed systems or procedures to follow requirements in departmental function. Conducts interviews, gathers and analyzes data to determine feasibility and criteria for improvements. Coordination of system updates and replacement. Coordination of and provision of training in system use and access. Performs related work as requested or assigned.

ESSENTIAL PHYSICAL SKILLS: Use of both hands and fingers with dexterity. Occasional walking and standing. Vision must be good enough to be able to read instruction manuals. Must have good command of English language and be able to hear normal telephone conversations. Good vision and hearing with or without correction.

WORK HAZARDS: Extensive use of computer monitor which may have effect on vision.

SAFETY EQUIPMENT USED OR NEEDED: None.

EDUCATION: AA or AS degree in Computer Science or related field. A comparable amount of training or experience may be substituted for the minimum qualifications.

EXPERIENCE: Three years of relevant experience or an equivalent combination of technical training and experience.

LICENSE, CERTIFICATION OR REGISTRATION: A valid Florida drivers license is required with a good driving record.

Revised 08/2005, 03/2006

Union	Non-Union ✓	Exempt ✓	Non-Exempt
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Addendum:

This CJIS Analyst position will support the Criminal Justice Coordinator, including but not limited to:

- Research and analysis in the criminal justice system of St. Lucie County, and the case flow and case disposition process.
- Must be able to collect, tabulate, format, analyze information and statistical data from Law Enforcement Agencies, Clerk, State Attorney, County and State Probation, Public Defender, Jail and Court Administration.
- Maintain accuracy of statistical databases and develop procedures for quality control of databases and other reported data, including crime rates, incarceration rates, jail population and average length of stay.
- Develop and maintain working relationships with all members of the criminal justice system in St. Lucie County, including the Public Safety Coordinating Council, Criminal Justice Information Systems Committee, Juvenile Assessment Center, and the Juvenile Detention Center.
- Be familiar with data exchange process and electronic filing, and be familiar with current methodology in statistical analyses, tracking instruments, and system processes.
- Knowledge of Florida State and County Criminal Courts.